



State of Arizona  
**Department of Education**

Tom Horne  
Superintendent of Public Instruction

**CN# 26-05**

**MEMORANDUM**

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**To:** LEA Superintendent/Administrator  
Nutrition Services Directors  
SAIS Technology Coordinators  
NCLB Coordinators

**From:** Nancy Konitzer, Deputy Associate Superintendent, Title I & NCLB  
Mary Szafranski, Deputy Associate Superintendent, Health & Nutrition Unit  
Hayford Gyampoh, Deputy Associate Superintendent, MIS

**Date:** December 22, 2004

**Re:** SAIS Reporting requirements for National School Lunch Program data under *No Child Left Behind Act* (NCLB)

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This memo serves to clarify the reporting requirements of Free and Reduced eligibility data, collected as part of the National School Lunch Program, into ADEs Student Accountability Information System (SAIS).

**Reporting Deadline of April 1<sup>st</sup>**

All LEAs must indicate a need status for all students in SAIS by April 1st. This deadline is required for the current 2004-2005 school year and beyond. The No Child Left Behind Act (NCLB) requires the reporting of this information by individual student as a component of determining Adequate Yearly Progress (AYP). LEA's that operate the National School Lunch Program must submit free and reduced eligibility information into SAIS. LEA's that do not participate in the National School Lunch Program may utilize ADE's Eligibility Survey Tool to acquire eligibility information. This survey tool can be downloaded at <http://www.ade.az.gov/health-safety/cnp/nslp/sais/>

**Security Requirements of Free and Reduced Information**

It is critical that procedures are in place at the LEA level to ensure this data is secure at the local level, and also in SAIS. Title I is a Federal education program, therefore, determining officials may disclose a child's eligibility status to persons directly connected with, and who have a "need to know," a child's free and reduced price meal eligibility status in order to administer the new Title I requirements. School officials must limit the disclosure of a child's eligibility to only those who have a direct "need to know" for proper administration of NCLB.

**Those LEA employees that have been determined to have a direct “need to know” must sign a formal confidentiality agreement prior to receiving any free and reduced information.** The school food director is required to obtain a complete and accurate confidentiality agreement, for each individual that is deemed to have a direct “need to know”, prior to release of the NSLP free and reduced information.

### **Access to SAIS Student Detail**

A LEAs “Entity Administrator” has the authority to grant access to ADE electronic applications through Common Logon. For most LEAs the entity administrator is the district superintendent, or an equal school administrator authority. It is the entity administrator that is charged with the responsibility of ensuring that access is properly granted. All entity administrators should use careful scrutiny when granting access to school staff for the purpose of SAIS reporting and viewing Student Detail information.

ADE will be disabling two columns within student detail to restrict viewing of free and reduced information in SAIS. It is still important that all entity administrators are prudent with authorizing access to SAIS and Student Detail. All LEAs should require all school employees with access to SAIS to sign an official confidentiality agreement regarding free and reduced information. A template agreement can be downloaded from <http://www.ade.az.gov/health-safety/cnp/nslp/sais/>

### **For School Year 2005-2006 the following change will be implemented:**

#### **One code for Free and Reduced**

All students with an eligibility status of free or reduced will fall under the same needs code in SAIS for school year 2005-2006 and beyond. Therefore LEAs will not need to differentiate between free and reduced for the purpose of SAIS reporting. Students with a free eligibility status will receive the same code as students with a reduced eligibility status.

We hope this memo has clarified the reporting requirements related to free and reduced eligibility information as part of NCLB. For further clarification, we have created a webpage on the ADE website of related resources and information on SAIS reporting of free and reduced information. It is recommended that all school nutrition directors review the following documents to assist them with this new annual reporting requirement of free and reduced information:

- SAIS Business Rules <http://www.ade.az.gov/sais/businessrules/SAISBusinessRules.doc>
- Frequently Asked Questions on SAIS Reporting of Free and Reduced <http://www.ade.az.gov/health-safety/cnp/nslp/sais/>
- Key Terms and Definitions for SAIS Reporting of Free and Reduced <http://www.ade.az.gov/health-safety/cnp/nslp/sais/>